



Science & Technology Base Programs  
Foreign Travel Program Office

To/MS: Master Management Distribution  
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## OFFICIAL FOREIGN TRAVEL TRIP REPORTS

In accordance with DOE Order 5511.B, "Official Foreign Travel," submission of trip reports are no longer required; however, some funding/approving programmatic sponsors will still require trip reports. The traveler will be responsible for complying with these requirements of these sponsors.

Effective May 3, 2004, the Science and Technology Base Programs/Foreign Travel Office will no longer perform quality reviews and will not process required official foreign travel trip reports (form 1836) to the funding/approving programmatic sponsors at DOE/NNSA.

We have received guidance from the following Program Offices at DOE/NNSA regarding the trip reporting process.

Program Office	Guidance
Defense Programs (DP) Office of Science (ER) Nuclear Nonproliferation (NN)	Trip report no longer required to be submitted to Headquarters program office unless specifically requested by the approving or other Headquarters program official.  Note: This includes Work For Others, LDRD, and LANL funded travel.
Environmental Management (EM) Nuclear Energy (NE) Fossil Energy (FE) Energy Efficiency and Renewable Energy (EERE)	Trip report required by the approving Headquarters program official 30 days after completion of travel.

Additional guidance information can be found on our homepage:  
<http://stb.lanl.gov:8080/wosaserver/web?pg=/travel/index.xml>

Your continued patience and support is greatly appreciated. If you have any questions, please feel free to contact Debbie Martinez at extension 665-3096, option #6.

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